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DEPARTMENT OF STATE A/CDC/MR
4/20/82
July 29, 1977
PA or FOI EXEMPTIONS

DEPARTMENT OF STATE

Washington, D.C. 20520

TO: D/HA Staff

THROUGH: Patt Derian

FROM: Mark L. Schneider

SUBJECT: Individual Cases and Regional Responsibilities

In addition to specific functions now assigned, it appears desirable to generally have each human rights officer responsible for a particular region. With regard to complaints, this would mean that as individual complaints are received, they would be chronicled by Harold, and then distributed to the appropriate human rights officer. In most instances, the actual work on the response would be transferred to the appropriate regional bureau HRO or desk officer. However, our human rights officer should maintain control over the final response, providing appropriate information to Harold for logging as to its disposition. In addition, where a matter comes into the office on a general subject we will be attempting to have a particular human rights officer responsible for particular areas.

For this purpose, I would suggest the following assignments:

Latin America -- Michele Bova
Near East Asia -- Ollie Jones
Africa -- Bob Maxim
Europe -- Cliff Brody
East Asia -- Ken Hill
Mike Metelits -- U.S.